



CORRECTIONS AND REHABILITATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CORRECTIONS AND REHABILITATION, DEPARTMENT OF	RELEASE DATE:	Thursday, June 7, 2007
POSITION TITLE:	Chief of Support Operations, California State Prison, San Quentin, Division of Correctional Health Care Services	FINAL FILING DATE:	Friday, June 29, 2007
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,558.00 - \$ 8,333.00 / Month	BULLETIN ID:	06072007_1

POSITION DESCRIPTION

The Chief of Support Operations for the Medical Department of the California State Prison, San Quentin will be responsible for policy formulation and implementation to carry out the administrative functions of the Medical Department. In this capacity, the incumbent will act as the primary policy advisor to the Health Care Manager and the Office of the Receiver in the areas of the Medical Department's Plant Operations; Contracts; Supplies; Communications; Medical Records; Human Resources; Employee Discipline; Labor Relations and Staff Training and Development. This position will also directly supervise the managers who are responsible for the above programs.

Duties include, but are not limited to:

- Directing the functions of all administrative services of the Medical Department; ensuring compliance with the application of all laws, rules, and regulations and identifying those laws, rules and regulations that are barriers to the Receiver's mission of providing constitutionally adequate medical care to inmates; and recommending necessary changes to those rules, etc.
- Providing leadership and guidance to the managers responsible for the individual administrative programs within the Medical Department of the Institution. Assisting the managers in identifying goals and objectives to establishing their respective programs and in carrying out their respective missions.
- Exercising authority to approve or disapprove program and project activities for the Medical Department; and directing changes in organization and management processes to achieve the program and policy goals of the Receiver. Consulting with and directing subordinate managers in establishing and implementing policies and procedures within their respective areas of responsibilities. Coordinating the implementation of the Receiver's Office directives and decisions relating to the administrative operations of the Medical Department in the Institution.

- Expediting resolution of sensitive and controversial problems and evaluating, advising, and providing assistance to the Health Care Manager and Receiver's Office in formulating short and long range goals.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

- Experience in the management of the administrative services of a department such as, but not limited to, Communications, Plant Operations, Contracts, Human Resources, Supplies, Medical Records, Employee Discipline, Labor Relations, Budgets and Staff Training and Development.
- Well-developed oral, written, and interpersonal skills to effectively communicate with Executive Leadership, staff, and stakeholder groups.
- Ability to interact effectively with CDCR managers and staff, the public, law enforcement, and other governmental agencies.
- Experience in negotiation and coordination with outside stakeholders.
- Ability to analyze complex problems, recommend and initiate effective courses of action, and develop and implement policies and procedures.
- Knowledge of the Department's Equal Employment Opportunity (EEO) Program objectives and a manager's role in achieving an EEO workplace.
- Ability to provide leadership, oversight, and direction to staff.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager II, Correctional Administrator, or Parole Administrator I, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with Legislators, local governmental jurisdictions, community and civic leaders. Experience in the development and implementation of policies and procedures.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief of Support Operations, California State Prison, San Quentin, Division of Correctional Health Care Services**, with the **CORRECTIONS AND REHABILITATION, DEPARTMENT OF**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and/or desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than four pages in length and no less than 12 font.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CORRECTIONS AND REHABILITATION, DEPARTMENT OF , Executive Recruitment and
Appointments
P.O. Box 942883, Sacramento, CA 94283-0001
Toni Dodds | (916) 327-8033 | toni.dodds@cdcr.ca.gov

ADDITIONAL INFORMATION

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to Executive Recruitment and Appointments, 1515 S Street, Room 108-N, Sacramento, CA, 95814.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CORRECTIONS AND REHABILITATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>